



Army Career and Alumni Program (ACAP) A Leader's Perspective



One Army Leader's Perspective

Our nation and our Army owe a debt of gratitude to those Soldiers who volunteer to serve our country. Often that gratitude is best expressed when unit leaders give transitioning Soldiers the time they need and deserve to take advantage of the robust services Army Career and Alumni Program (ACAP) offers.

All Soldiers deserve the best possible start in the civilian world when the time comes to leave the Army, and ACAP provides the knowledge and skills to smooth the way. There is no better recruiting influence in the community than a retiree or veteran whose Army experience includes being treated with respect and being supported even after making a decision to transition to civilian life.

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Commanding General

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ACAP Is

- Congressionally mandated
- A promise the Army makes at enlistment – a program that enables Soldiers to capitalize on their Army experience and skills
- Something your Soldiers and you have earned
- A lasting image of the Army your Soldiers take with them – contributes to Army recruiting
- A means of informing Soldiers that reenlistment is a viable option



ACAP Does

- Provide congressionally mandated preseparation transition assistance.
 - Preseparation briefings
 - VA Benefits Briefing
 - VA Disabled Transition Assistance Program Briefing
 - Information on benefits and services
 - Documented by DD Form 2648 – required for final separation processing
- Provide Job Assistance.
 - Job Assistance Training
 - Department of Labor Transition Assistance Program (TAP) Employment Workshop
 - Counseling
 - Automated tools such as Resume Writer



ACAP Does - Continued

- Support Wounded Warriors and other Soldiers assigned to Warrior Transition Units.
- Provide all Soldiers access to online ACAP services and tools through the Lean Six Sigma inspired ACAP Express.
 - Register for ACAP services
 - Schedule and reschedule attendance at mandatory and discretionary briefings and classes
 - Ability to print appointment slips
 - Access Resume and Cover Letter Writers
 - Access job search tutorials



ACAP Eligibility

- Congress set the basic eligibility standards for all military personnel to ensure that they would have sufficient time to take advantage of available services.
- **Active Component (includes family members)**
 - Retiring Soldiers
 - Up to 2 years before retirement
 - Army Policy allows ACAP services for life after retirement (space available)
 - Non-Retiring Soldiers
 - Up to 1 year before separation
 - For 180 days after separation



ACAP Eligibility – Continued

- **Demobilizing Reserve Components (includes family members)**
 - Must have had 180 days continuous active duty
 - Eligible for 180 days after separation
- **DA Civilians (includes family members)**
 - Displaced by RIF/BRAC or other action
 - Approved retirement
 - Up to 180 days after retirement or departure from federal service due to stress or terrorist attack



Why Support ACAP

- **Take Care of Your Soldiers:** Good leaders take care of their Soldiers. Your Soldiers have contributed to your mission's success. Through ACAP, you can contribute to their success.
- **Take Care of Your Unit:**
 - Many ACAP Clients decide to reenlist (more than 3,600 in FY 08). ACAP helps them to compare the benefits of reenlistment with what they can do in the private sector. Your support tells them that you value their service and increases the odds of reenlistment even during their preparation for separation.
 - Supporting ACAP participation also shows non-transitioning Soldiers that you will be there for them when it's their turn.



Why Support ACAP – Continued

- **Take Care of the Army:**
 - ACAP supports AC and RC recruiting. Veterans and retirees are Army Ambassadors who can help Army recruiting. How we treat them as they leave active duty will determine what they tell potential recruits.
 - ACAP helps transitioners to find employment and can reduce Army unemployment compensation costs.
- **Take Care of the Country:** Army training and experience prepares veterans and retirees to succeed in meaningful jobs. Our national economy and public welfare depends on our best men and women being all that they can be. ACAP can strengthen our communities and our economy.



ACAP's Commitment to You

- We will support the needs of your deploying Soldiers.
- We will work to minimize conflict with your unit's schedule.
- We will account for your Soldier's time.
- We will work hard to show Soldiers real advantages to staying in compared to civilian employment and the value of Guard/Reserve enrollment after separation.
- We will keep you informed.



How You Can Help

- Support early attendance:
 - We can work with your schedule easier when there's time available.
 - Soldiers need time to take advantage of ACAP services – the goodness of the program cannot be realized while clearing. To ensure that Soldiers can get the services they need while still performing the mission, they need to start ACAP at least 6 months prior to transition.
- Hold subordinate units accountable for timeliness and attendance.
- Encourage Soldiers to experience the full ACAP process to gain the maximum return.
- Visit the ACAP Center and hear our story.



Still Have Questions?

- The Leaders Path of the ACAP Web Site has more information.
<http://www.acap.army.mil/leader/leader.cfm>
- ACAP Frequently Asked Questions provides more information about ACAP Express and the ACAP Program.
- For answers to your questions, use the “Contact the Director” menu button on the ACAP Web Site Leaders Path to send an email.

Or

[http://
www.acap.army.mil/leader/contact_director/index.cfm](http://www.acap.army.mil/leader/contact_director/index.cfm)